

# SB

# Sarah Bennett

Assistant Business Manager

## CONTACT



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LinkedIn



Seattle, WA 98101

## EDUCATION

BBA | University of Washington,  
Seattle, WA – Graduated May 2017

## KEY SKILLS

- Budget Management
- Resource Coordination
- Process Improvement
- Team Collaboration
- Financial Reporting

## ABOUT ME

I am an organized and detail-oriented assistant business manager with five years of experience supporting operations and managing administrative tasks. I excel in budget management, team coordination, and process improvement.

## PROFESSIONAL EXPERIENCE

**ASSISTANT BUSINESS MANAGER | AMAZON, SEATTLE, WA**  
MARCH 2019 - PRESENT

- Managed a \$2 million budget, reducing expenses by 10%.
- Coordinated schedules and resources for a team of 15, consistently meeting deadlines.
- Assisted in preparing quarterly performance reports to enhance decision-making.

**ADMINISTRATIVE COORDINATOR | STARBUCKS, SEATTLE, WA**  
JUNE 2017 - FEBRUARY 2019

- Oversaw office operations and improved productivity by 15%.
- Assisted in process redesign and supply management.
- Prepared financial summaries that enhanced budget tracking accuracy.

## CERTIFICATIONS

- CERTIFIED MANAGER (CM), INSTITUTE OF CERTIFIED PROFESSIONAL MANAGERS